

Orange County Public Schools
Assistive Technology



Intellitools Classroom Suite

Created by
Assistive Technology Team
(407) 317-3504

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Intellitools: Classroom Suite—Things to Know

- The 45- day trial becomes a player version when it expires. A player is a program that allows you to view and use a file but you can not create or change any activity. Think of it the same way you would Acrobat Reader.
- Classroom Suite has 3 programs grouped together:
 - Intellitalk 3 -talking word processor
 - Intellimathmatics 3- a manipulation program for math concepts
 - Intellipics Studio 3- a multimedia program
- The master log in and password is "administrator", any time the program asks for a password type this in.
- You can download activities that other teachers have created at www.intellitools.com If you do not want to create your own personal account that will list any new activity uploaded since your last visit, you can use "ocps" as the user ID and password.
- Classroom Suite has 3 folders
 - My Work—is where documents (work) are saved (if you go to file "save as")
 - New Documents—where you open blank documents
 - Activities—where activities are saved (templates) or (if you go to file "save as activity")

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Intellitools: Classroom Suite—Importing Activities

After downloading activities

Sign in as an administrator

User name: Administrator

Password: Administrator

Then import the activities

Importing the activities will place the activities in the “activities” folder of Classroom Suite and make the files easier to access.

Importing Activities

- Put all the activities in a folder on your desktop
- Open Classroom suite
- Click on the activities folder to the left of the screen
- Click on the “import” button on the right of the screen
- Click on the folder the activities are in
- Click on one folder
- Click on the file
- Click on open
- If you get a message to replace files, click on “don’t replace”

Trick to importing a lot of files at once :

In the folder you have put all the files, drag one file— (a item with a blue icon on it) to the main folder. Choose that item when importing and it will ask you if you want to import the file or folder.

Choose folder and it will bring all the files in at one time.

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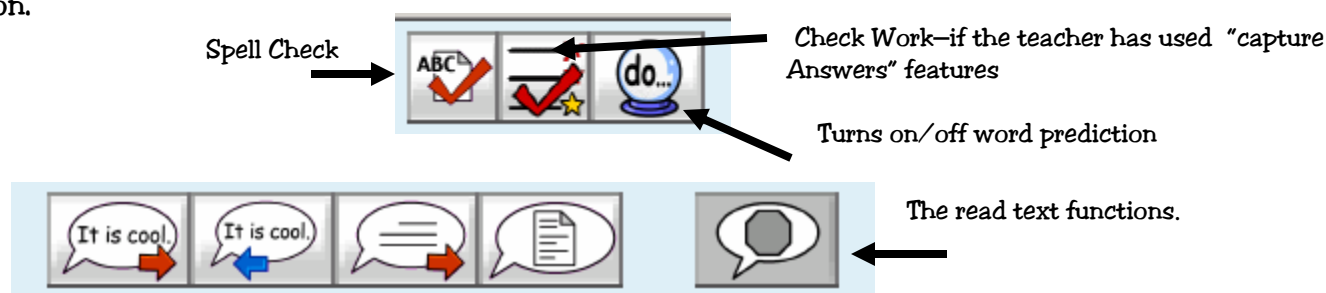
Intellitools: IntelliTalk 3- The Basics

IntelliTalk 3 is a talking word processing program. When you open the program you can just start typing and it will talk to you. .

Choosing what toolbars will be showing:

- Pull down view from the menu bar
- Click on "Basic Typist Toolbar"
- Uncheck all other toolbars.

Note: Depending on what you want the student to do, depends what standard toolbars are showing or if any standard toolbars are showing. Click and show different toolbars to see what is on them. Most icons on the "Basic Typist Toolbar" are self explanatory but the following may need clarification.



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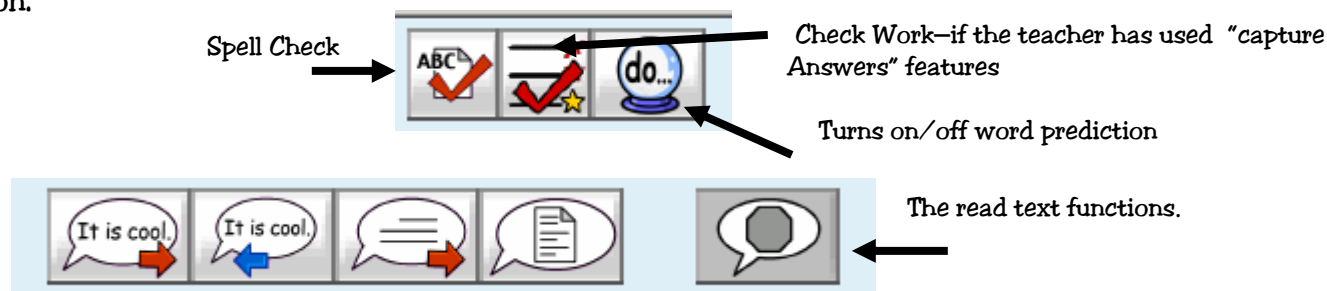
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Intellitools: IntelliTalk 3– The Basics

Answer Fields:

Adding Answer fields provides a place for students to enter text but have all the text around it locked.

Adding an Answer Field (a blank):

- Where you want the blank to be
 - Text
 - Insert Answer Field
- Repeat until all text and fields are entered.

Capture Answers

Capturing Answers allows the “check work” button to work.

You have to have “Answer Fields” created.

- Type all the answers in the “Answer Fields”
- Highlight all the text including “Answer Fields”
- Edit
- Click on “Capture Answers”
- Click on “OK”
- Click on “yes”

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Intellitools: IntelliTalk 3– The Basics

Turning Word Prediction:

- Pull down “options”
- Click on “Word Prediction”

Locking Text–

Locking text is a good idea if the student will delete text either accidentally or intentionally.

First type in the text.

Insert appropriate answer fields.

Steps to lock text:

- Highlight text to be lock
- Pull down text in the menu bar
- Click on “lock selected text”
- The text should now have a line under it, if you try to delete it then it will not allow you to.
- Go to View
- Uncheck highlight locked text.

Having lock text highlight is helpful when creating a document, you can see what you have locked.

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Intellitools: IntelliTalk 3– The Basics

Word Banks

To see a sample of an activity with a word bank:

- File
- Open
- New
- Activities
- Science
- Diagram Heart
- Use the word banks to insert the word to label the different parts.

This is a good worksheet to modify if you want questions with a word bank.

To change to a question/answer worksheet:

- Highlight text and the heart diagram
- Unlock the text
 - Pull down text in the menu bar
 - Click on “unlock selected text”
- Delete text
- Enter questions with answer fields
- Lock Text

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Intellitools: IntelliTalk 3– The Basics

Changing Text in the Word Bank:

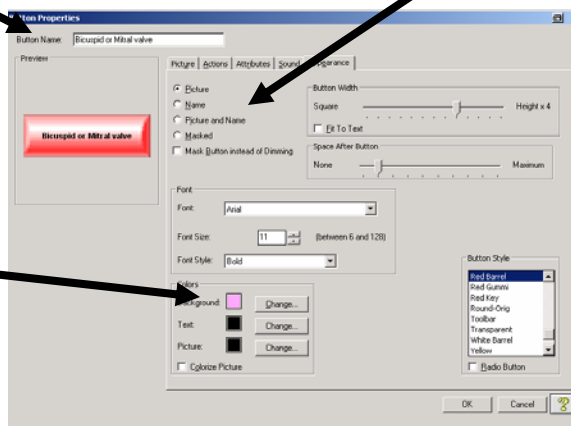
- Hold down the "control key" & click on the button.
- Change the "button name" (top left)
- Click on "OK"

Showing word and picture

- Hold down the "control key" & click on the button.
- Click on the "appearance" tab
- Click on "picture & word"
- Click on "OK"

Changing the Button Color

- Hold down the "control key" & click on the button.
- Click on the "appearance" tab
- Click on "background color"
- Pick the color
- Click on "OK"



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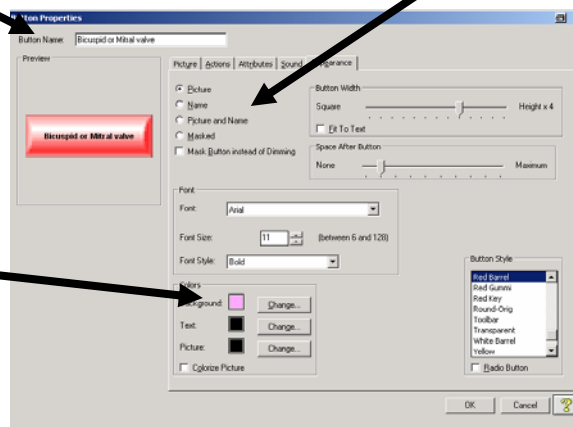
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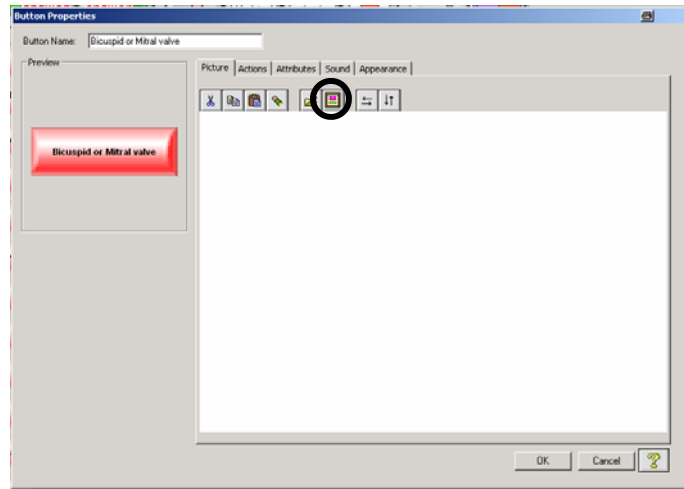


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Intellitools: IntelliTalk 3– The Basics

Adding a picture to a Button in the Word Bank

- Hold down the "control key" & click on the button
- Click on the "picture tab:" (across the top)
- Click on the button that looks like a picture in a frame
- Find the picture you want
- Click on "insert"
- Click on "OK"

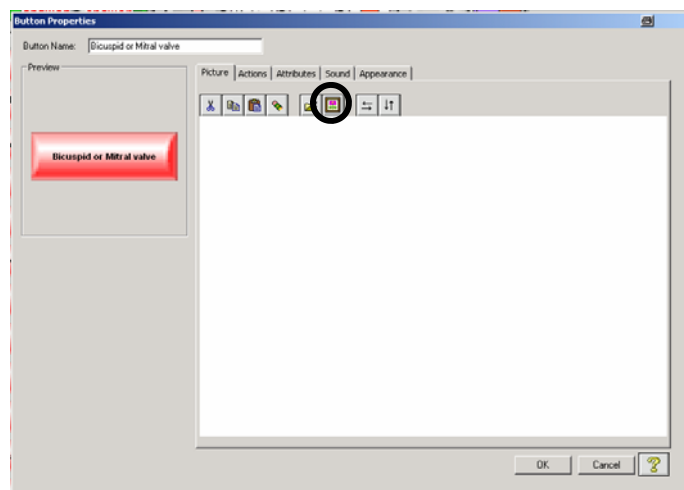


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